CNA Information and Steps for Units

Battalions can submit Certificate of Non Availability (CNA) packets based of a 95% Utilization at the Installation Level from the barracks utilization report (BUR). Battalions can also submit CNA packets for exception to policy (ETP). **Ensure that no soldier is sent off post prior to receiving a CNA or coordinated approval from the FSBP office.**

- Packets consist of the following documents and are available on digits from the FSBP office:

a. Request for exception to policy to reside off-post, endorsed by the Brigade Commander (O-6) or equivalent. Each request must indicate the effective date.

b. DA Form 4187 (Personnel Action).

c. DA Form 5960 (Authorization to start/stop BAH).

d. Lease Contract if requesting effective date of BAH to be backdated. **This should be a rare circumstance, since commanders should ensure their Sergeant (E-5) and below do not reside off-post without a valid CNA.**

e. Legal custody / marriage / divorce papers / Physician letter (if applicable).

f. Pregnancy statement signed by physician or profile w/due date (if applicable) **28th Week is automatic, report to finance with DA5960, barracks termination and profile. If never in the barracks, come get memo from the FSBP office.**

Please do not staple packets and Do not send other documents in packets such as (LES; Counseling's; sworn statements; etc)

Completed packets go to FSBP office (Bldg 49017 Santa Fe) before going to finance, to issue the CNA.

a. Effective date of the CNA will be when the Soldier clears the barracks room (If applicable), or Soldiers redeployment date (If no room is issued).

b. **It can not be approved prior Soldiers redeployment date**.

Once the CNA is completed, the unit is contacted to pick up the packet and turn it in to finance.

Army Regulation 420-1 Chapter 3-5 and 3-18 Covers Unaccompanied Personnel Housing (UPH)

Leaders need to be aware that curtain situations do not automatically entitle BAH. Some are listed below.

Please contact the FSBP office if these situations occur.

- Joint custody of child (6 continuous months)
    1. Proof of Custody is court orders or an approved DD137, **NO POAs** / Other dependents must be court appointed and be in DEERS.

(Just because the child belongs to a father or mother, and the child is in DEERS, DON'T always constitute Primary Custody)

- Married to SM (w/o Dep)
    1. If Soldiers are not both assigned to FH, the incoming SM is considered "Single" for BAH and Barracks proposes unless the other SM is being assigned to FH within 60 days.
    2. If both SMs are already here and 1 of them leaves, the remaining Soldier is not required to come back to UPH.
    3. If 1 of them is deployed when the other arrives at FH, The arriving SM is required to reside in the barracks until the other SM redeploys.

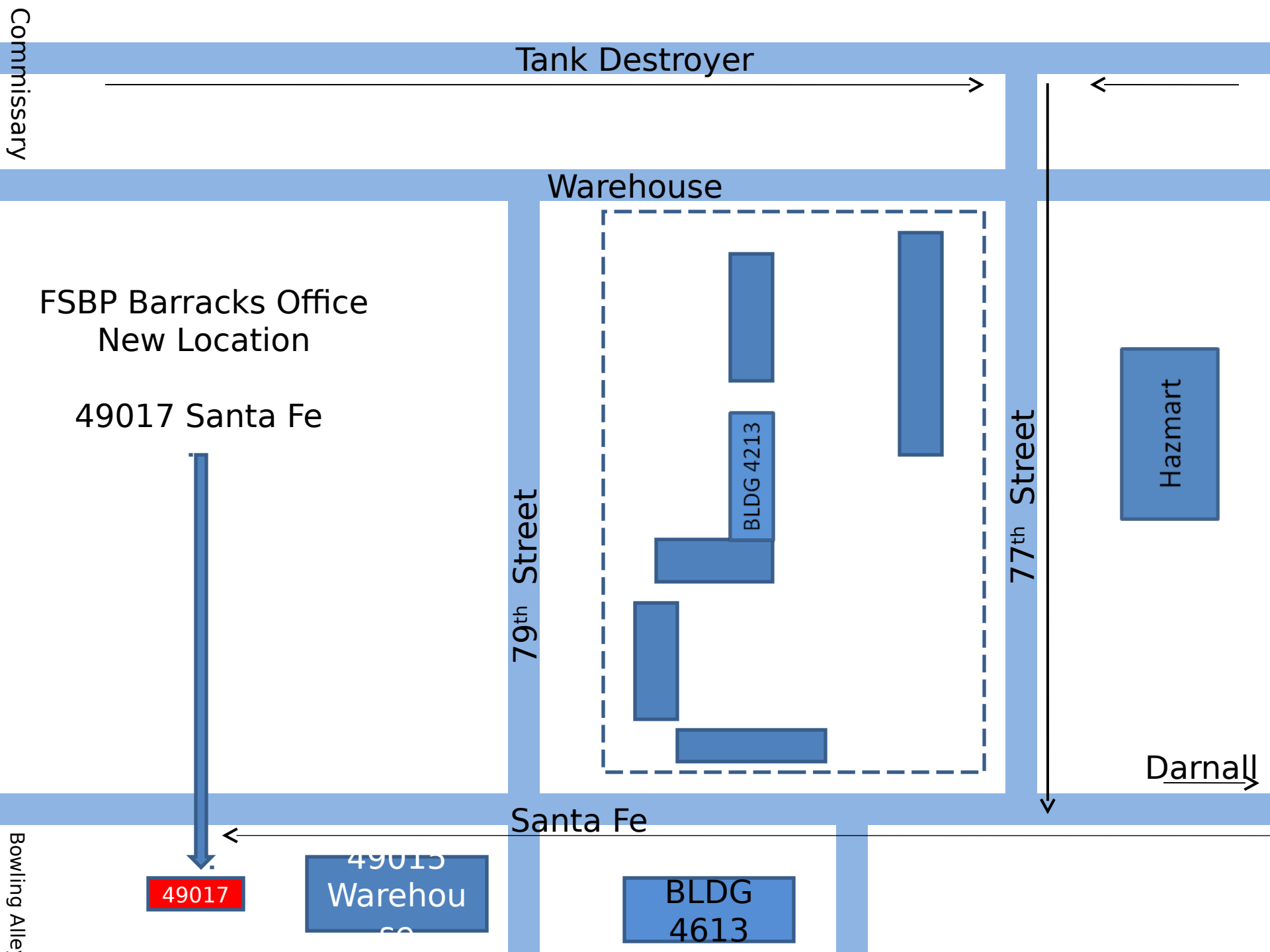
- Too much furniture for barracks room because I could live off post at my last unit.

- I'm still locked in to a lease.

- I have pets.

BAH packets are processed and Certificates of Non-Availability for BAH will be received on a walk-in basis Monday through Friday 0730-1600.

Mrs. Jeannie Drayton, Barracks Management (FSBI) Administrative Office, (254) 287-6512


Commissary
Tank Destroyer
Warehouse
FSBP Barracks Office
New Location
49017 Santa Fe
BLDG 4213
79th Street
77th Street
Hazmart
Darnall
Santa Fe
49017
Warehou
BLDG
4613
Bowling Alley